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# Academic Progress Statute

## Academic Policy

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### 1 Purpose

The Victoria University of Wellington ('the University') seeks to provide a learning environment designed to help students achieve their fullest academic potential, and to maximise the availability of places for students who actively engage with their studies. Where a student fails to make satisfactory academic progress it is important that provisions are in place to provide appropriate advice and support, and to manage the student's enrolment. This statute provides a framework for the University to identify students in need of support, and allows the University to restrict the number of courses in which the student may enrol and to require certain conditions to be met for continued enrolment. Where a student completely fails to engage with their studies in a particular trimester, or where there is ongoing unsatisfactory academic performance over a period of time, this statute provides a framework for suspension or exclusion from the University.

### 2 Organisational Scope

This is a University-wide statute.

### 3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Standard trimester:	Trimester One or Trimester Two, but not Trimester Three
Points undertaken:	The total value of all courses in which the student remained enrolled after the dates set out in Appendix E of the <a href="#">Fees Statute</a> (normally the first two weeks of the course).
Academic Progress Grade (APG):	A modified version of the GPA calculated as set out in Appendix C of the <a href="#">Assessment Handbook</a> but including a value of 4 for aegrotat passes, 2 for special passes and 0 for withdrawals after the dates set out in Appendix E of the <a href="#">Fees Statute</a> . The APG is calculated across all courses undertaken in the relevant trimester(s) of study, weighted by points values.
Non-engagement:	Enrolment in a course of study without engaging with the course content or attempting to satisfy course requirements. For the purposes of this statute, all students who are enrolled in two or more courses in a standard trimester and achieve E or F grades in all will be considered under the non-engagement provisions. Students who attempt at least half the required assessment in their programme of study will not be considered to be non-engaged.

Concerning academic progress:	A student whose APG is below 2.0 or who has passed fewer than half the points undertaken in their two most recent trimesters of study at this or any other university is considered to have concerning academic progress.
Unsatisfactory Academic Progress:	A student whose APG is below 2.0 and has passed fewer than half the points undertaken over their two most recent trimesters of study at this or any other university is considered to have unsatisfactory academic performance.
Suspension:	A limited period of time, normally three trimesters, when a student is not permitted to enrol at this University.
Exclusion:	A student who is excluded is not permitted to return to study at this University.

## 4 Statute Content and Guidelines

### 4.1 Non-engagement

- (a) A student who enrolled in two or more courses in their most recent standard trimester and obtained a grade of E or F in all those courses will not be permitted to enrol until after the following standard trimester and, if already enrolled in any courses, will be disenrolled from them.

*Note: A student who is already enrolled in a Trimester Three course that has started, and who can demonstrate that they are engaging with the course material, may appeal the decision to the relevant Associate Dean.*

- (b) Appeals may be made to the relevant Associate Dean, who may permit enrolment with restriction if satisfied that:
- (i) the student did engage with their courses and submitted at least half the required assessment in their programme of study; or
  - (ii) the student's performance was affected by exceptional medical or personal circumstances.

*Note: A student whose appeal is successful and is permitted to enrol, but who again meets the criteria set out in s4.1(a) will be suspended as set out in s4.3(c).*

- (c) A student disenrolled or prevented from enrolling under s4.1(a) will be restricted in their first trimester back at the University to:
- (i) a maximum of 45 points if it is a standard trimester, unless a higher number of points is approved by the Associate Dean; or
  - (ii) 20 points if it is Trimester Three.

### 4.2 Restriction

- (a) A student whose APG calculated over their two most recent trimesters of study at this or any other university is below 2.0 and/or has passed fewer than half the points undertaken, may have their enrolment restricted for their next two trimesters of study.
- (i) *Concerning Academic Progress:* If the student has either an APG below 2.0 or passed fewer than half the points undertaken, they will normally be automatically restricted to a maximum of 60 points in each of their next two trimesters of study. If either of these is Trimester Three, a normal maximum of 40 points will apply,

provided the points are spread evenly across the entire trimester. Appeals may be made to the relevant Associate Dean, who, after reviewing the student's record, may vary the restriction or impose conditions.

- (ii) *Unsatisfactory Academic Progress*: If the student has an APG below 2.0 and passed fewer than half the points undertaken, the relevant Associate Dean will review the student's record and impose a restriction and/or conditions, normally a maximum of 45 points in the student's next standard trimester of study and a maximum of 60 points in the following standard trimester.

*Note 1: If the two most recent trimesters of study include a trimester resulting in disenrolment, those two trimesters will both be included in the APG calculation for this section.*

*Note 2: Associate Deans typically impose conditions that are intended to ensure appropriate support is in place to improve the student's chances of success. These might include a requirement to attend sessions at Student Learning or regular meetings with an academic mentor.*

- (b) In determining the restrictions and conditions to apply, the relevant Associate Dean will take into account:
  - (i) any provisions relating to academic progress in the relevant qualification statute;
  - (ii) whether the student was taking courses worth fewer than 60 points over the two trimester period or if their performance was affected by exceptional medical or personal circumstances;
- (c) In the event of an APG of less than 2.0, or passing fewer than half the points undertaken in the first trimester under restriction, the Associate Dean may further reduce the maximum points in which a student may enrol for the following trimester.
- (d) No restriction will apply in the following trimester for any student who achieves an APG of 2.0 or above and passes at least half the points attempted across their last two trimesters while restricted under s4.1(b) or (c) or s4.2(a).
- (e) No restriction under s4.1(c) or 4.2(a) will be applied to a student who is returning to study at the University after a break of at least three years.

### 4.3 Suspension

- (a) On the recommendation of the Associate Dean a student who is restricted under s4.1(b) or (c) or s4.2(a)(ii) and who again meets the criteria for unsatisfactory academic progress by obtaining an APG of less than 2.0 and passing fewer than half the points undertaken in their next trimester of study, may be suspended by the Convenor of the Academic Committee (or nominee) for a period of three trimesters.
- (b) A student who is disenrolled under s4.1(a) and who, in their first trimester upon returning to study again meets the criteria for disenrolment under s4.1(a), will be suspended for a period of three trimesters.
- (c) A student who appeals a disenrolment under s4.1(b) and is permitted to enrol but who in their following trimester of study meets the criteria for disenrolment in s4.1(a) may be suspended for a period of three trimesters.
- (d) Any appeal against a suspension must be submitted in writing to the Provost.

#### 4.4 *Returning to Study after Suspension*

- (a) A student returning to study after suspension under s4.3 will be restricted as set out in s4.2(a)(ii), and may also be subject to any further conditions imposed by the relevant Associate Dean.
- (b) A student returning to study after suspension who achieves an APG of 2.0 or above over their next two trimesters of study will not be subject to any further restriction in the following trimester.
- (c) A student returning to study after suspension, who, in their next two trimesters of study again meets the criteria for unsatisfactory academic progress by obtaining an APG of less than 2.0 and passing fewer than half the points undertaken, will normally be excluded from this University.
- (d) Any appeal against exclusion should be submitted in writing to the Provost.

#### 4.5 *Re-enrolment in a course*

A student who has failed the same course on two occasions may not enrol again for that course except with the permission of the relevant Associate Dean. Associate Deans may approve further enrolments where:

- (a) The student normally performs at a high level; or
- (b) The course concerned is a compulsory course for a major or qualification and the student has passed at least half of the other courses for that major or qualification ; or
- (c) The student's previous performance in the course was affected by exceptional medical or personal circumstances.

### 5 **Legislative Compliance**

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this statute.

### 6 **References**

Dealing with Unsatisfactory Academic Progress Guidelines (Under review; refer to previous version of this Statute)

[Fees Statute](#)

*Code of Practice for the Pastoral Care of International Students*, available on the [Ministry of Education](#) website.

Previous Version: [Academic Progress Statute](#)

### 7 **Appendices**

None

### 8 **Approval Agency**

University Council

## 9 Approval Dates

This statute was originally approved as  
the Restricted Enrolment Statute on: 4 December 2006

This statute was approved on: 18 October 2010

This version takes effect from: 29 June 2015

## 10 Statute Sponsor

Provost

## 11 Contact Person

The following person may be approached in relation to this policy:

Senior Academic Policy Advisor

Ext: 5191